FDP Communications Committee Meeting

8:00 a.m., Thursday, September 15, 2011

**Minutes -** The minutes from the May meeting were approved.

**Brochure -** The Communications Committee has been asked by the Executive Committee to update the brochure to include changes to the Leadership Section and Success Stories (pictures and text). STAR Metrics and the Faculty Workload Survey may need to be added as well. The cost estimate provided by NAS Press to reprint 500 brochures is approximately $2000. There will be an additional charge for changes to brochure. The actual cost will depend on the number of changes. All costs will need to be approved by the Executive Committee before re-printing the brochure.

**Website updates** – Committee members were encouraged to continue to reach out to their assigned committee contact persons to receive updates from the September meeting for the website. The Subaward Committee website has been updated.

**New Committee Business –** No new committee assignments were received other than the task of updating the brochure. A question was asked if the Communications Committee would receive any assignments related to the ARRA survey. To date, none have been received. It is possible that new committee assignments may arise from the Faculty Workload Survey.

The meeting was adjourned .